



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
NOVEMBER 4, 2013
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Dan Gordon, Richard Gray, Jr., Ray Bates and Jonathan Adams. Ronnie Brann was absent.

Public Attending: Tom Reed.

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Ray Bates called the Public Hearing to Order at 6:01 p.m.

Public Hearing: General Assistance Ordinance, September 2013 and Adoption of Appendix B.

There was some discussion regarding the changes made. Tom Reed asked if we can actually make changes to this. Theresa read the procedures and said that we can make amendments to it if we feel that we need to. The BOS and Theresa went through the changes that the State of Maine did. Ray Bates declared public discussion closed and also closed the Public Hearing at 6:17 p.m. **Jonathan Adams made a motion to adopt the General Assistance Ordinance; September 2013 seconded by Ray Bates and approved 4-0-0.** Theresa went over Appendix B with the BOS and **Jonathan Adams made a motion to adopt Appendix B seconded by Rick Gray, Jr. and approved 4-0-0.**

Previous Meeting Minutes:

Rick Gray said that there are several corrections needed:

1. Under Public Works, C: Need to change sand to sanders.
2. Under Public Works, G: Need to add \$ and per hour.
3. Under Town Managers Items, C: Need to change 4-month to 6-month with the explanation.
4. Under Selectmen's Items B: Need to correct typo of lain to laid.

Theresa said that we will need to approve these minutes with the corrections that Rick had, but then we will also need to reverse what was approved as Assessors in the last meeting and approve it as BOS. **Rick Gray, Jr. made a motion to approve the Minutes dated 10-22-13 with the changes: seconded by Dan Gordon and approved 4-0-0.** Theresa said that we need to go into Board of Assessors now and reverse the previously approved decision on October 22, 2013. **Jonathan Adams made a motion to recess as Board of Selectmen and to convene as Board of Assessors at 6:31 p.m. seconded by Ray Bates and approved 4-0-0.** **Ray Bates made a motion to reverse the decision as of October 22, 2013 regarding the Real Estate Account #1447 for \$119.20 because our authority to act is as Board of Selectmen and not as Board of Assessors, seconded by Rick Gray, Jr. and approved 4-0-0.** Theresa said that since we are in the Board of Assessors, the Board can review a letter from our Assessors' Agent, Vern Ziegler, which indicates abatement to Federal National Mortgage Association (FNMA) in care of BMR Investments, LLC in the amount of \$429.00 in taxes. This property was a bank foreclosure that also included an additional vacant lot. The bank has completed the renovations which included removing the back deck and lowered the quality from "Good" to "Average" and by doing so it resulted in a tax abatement of \$429.00. **Jonathan Adams made a motion to approve the abatement for Federal National Mortgage Association**

(FNMA) in care of BMR Investments, LLC in the amount of \$429.00 in taxes seconded by Dan Gordon and approved 4-0-0. Jonathan Adams made a motion to adjourn as Board of Assessors and to reconvene as Board of Selectmen at 6:25 p.m. seconded by Dan Gordon and approved 4-0-0.

Ray Bates made a motion to refund Steve Chicoine of Chicoine Transport the amount of \$119.20 account #1447 seconded by Rick Gray, Jr. and approved 4-0-0.

Public Comment:

- a) Tim said that he has finished the demolition of the town-owned trailer and the cans have been hauled off. Theresa will be removing the insurance that was on the trailer tomorrow.
- b) Theresa said that the BOS needs to write off the taxes owed on account # 1118 in the amount of \$1,158.56 **Ray Bates made a motion to write off \$1,158.56 for Town Account # 1118 seconded by Dan Gordon and approved 4-0-0.**
- c) **Rick Gray, Jr. made a motion for the Town of Windsor to sign over the 1977 Peabody Trailer for service rendered to Tim Coston as is and where is seconded by Dan Gordon and approved 4-0-0.** Debbie printed out a "Bill of Sale" and the BOS signed of their own free will.

Public Works:

- a) Keith was unable to attend tonight but he reported to Theresa that he has been working on getting the trucks ready for winter. He has also been working with the construction on the new addition is coming along nicely. The electrical work is still in process on the addition and waiting for the plumbing.
- b) Keith still has one side of the Griffin Road and Wingood Road that need shoulder work but he said that all the driveways are done.
- c) Truck # 2 is still at McGee's waiting for an exhaust clamp, but it should be finished tomorrow and Keith is hoping to pick the truck up on Wednesday.
- d) Keith is planning on putting the head gear on trucks 2 and 4 on Thursday.
- e) Truck 4 is all washed, greased and undercoated and Keith also put a ground speed sensor cable on it.
- f) Truck 3 has new tires on the front and is all ready for sanding.

Transfer Station:

- a) October 2013 Transfer Station figures.
- b) Need to burn the wood pile as soon as the weather permits.

Consideration of Payment Warrants # 19 & # 20: Jonathan Adams made a motion to approve warrants # 19 & # 20 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) *Cemetery Sexton Job Description:* There was much discussion regarding this. Theresa asked if the BOS wants her to advertise for this position and they said that they do. Debbie will need to make sure that this is in the paper for November 8th, 9th and 10th with all applications due by 5:00 p.m. on Tuesday, November 19th. The BOS made the decision to put the mowing of cemeteries out to bid for the next fiscal year. They made sure to say that the decision is no reflection of the job being done currently.
- b) *Employee Manual:* Theresa is asking the BOS to go over all the highlighted changes. There was much discussion!
- c) *Town Hall Generator:* Theresa said that she has received three (3) different prices on generators. One is on a PSS12H4W generator from Winco Inc., which if we want to increase this to a 14kw, then we will need to add on an additional \$1,500.00. We also received information from Paul Rizzo from Power Point Generator who

gave a price on a Kohler 20 RESA 20kw with a Service Entrance Switch (200 amp), start up and test and a concrete pad for a total delivered price of \$5,790.00. We also received another price from Mid Maine Generator, Steve Kaplan, for a Kohler RESA 20kw with a 200 amp service rated Kohler transfer switch and a concrete pad with a start up by a certified Kohler technician included with the generator purchase, provide and install carburetor heater with someone else to do the electrical & propane hookup, propane tank and fill. Theresa said that she believes that we should purchase the generator ourselves and send out bids for the remaining work that needs to be done.

- d) *CMP Pole at Transfer Station*: Theresa will be meeting with CMP regarding the pole on Tuesday, November 12, 2013 at 8:30 a.m. at the Transfer Station.
- e) *Pike's Final Bill*: The total bill is \$553,653.77 which ends up being \$3,653.77 over budget which will have to come out of the Public Works Cost Center. We also had to have a lot of extra gravel to prepare for paving which between these two situations will make the Public Works Road Maintenance line under-budgeted.
- f) *Amendment to 99-Year Lease*: Theresa has drawn up an Amendment to the 99-Year Lease between the Town of Windsor and the Windsor fair indicating an added parcel of land along the road going into the transfer Station before the gate. This parcel of land starts from the CMP Pole #61.3 which goes 127' by 15' by 130' by 16'. This will allow us to have the large scales within the site. Arthur Strout has the contract right now that he will be asking Tom Foster, president of Windsor Fair to sign. The only issue that Theresa believes we have is that we will need to have a Special Town Meeting to have this 99-Year Lease approved by the townspeople since it does involve money. (This is adding more land to the lease which we only pay \$1.00 per year for.) So, Theresa is recommending that we have a Special Town Meeting before December 15, 2013 because this is when the Windsor fair could change who the president is and if for some reason it changes, then we would have to start the process all over again.
- g) *Lights at the Transfer Station – Recycling Area*: We will need to decide what kind of lights we will need. Do we send this out to bid? Right now we have temporary lights hanging that we borrowed from the Windsor Fair but we will need to have lights before winter.
- h) *Transfer Station Holidays*: Currently the Transfer Station is open on Wednesdays, Fridays and Saturdays and there will be some holidays falling on those days. Theresa asked the BOS if they would like to close the transfer Station for these days or have it open and pay the employee overtime. The holidays are: Friday, November 29th (the day after thanksgiving), Wednesday, December 25, 2013 (Christmas) and Wednesday, January 1, 2014 (New Year's Day) and the BOS said to just have those days closed.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 8:59 p.m.

These minutes were approved by the Board of Selectmen on **November 19, 2013** with the following amendments:
change state under Public hearing to State of Maine.

The next Regular Board of Selectmen's Meeting will be on November 19, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen